

Clerical and Office Branch  
Accounting, Clerical and Cashiering Group  
Accounting Clerk Series

**ACCOUNTING CLERK**

07/99 (NEB)

*Summary*

Under general supervision, perform responsible standard bookkeeping and purchasing clerical support functions for a department in accordance with established procedures and financial reporting requirements.

*Typical Duties*

Verify amounts and process forms to authorize various fiscal transactions as authorized, and maintain related electronic and manual records for designated general, payable, receivable, cash, cost, budget, payroll, capital or inventory accounts and statistics. Involves: classifying and coding various stores requisitions, and operating and other expenses by accounts; computing and posting figures from requisitions, work orders and other forms to general and ledger accounts; participating in account balancing or closing; checking accuracy, completeness and legibility of purchase orders, invoices, cash sheets, paid bills or receipts; preparing journal vouchers for transfers or adjustments; compiling, calculating, sorting, breaking down or summarizing details of costs and funds used to prepare periodic and special financial reports and statements; journalizing employee time charges, computing gross payroll amounts and documenting other personnel data as assigned; receipt, collection, counting and deposit of cash, checks or other negotiable instruments as authorized; responding to ordinary inquiries and complaints by conferring or corresponding with vendors, customers and other departments to trace and furnish information, detect discrepancies, explain account status or correct errors

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: acting as group leader on specific projects by instructing in and assigning tasks, and checking results of lower graded employees performing the same or directly related work; substituting within authorized limits for supervisor or coworkers as qualified by carrying out specific functions to maintain continuity of ordinary services, if delegated; providing designated support to projects or activities overseen by higher graded personnel as instructed; explaining and demonstrating work to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments related to functions of other positions for training purposes under close supervision; logging activities, and preparing recurring or special activity or status reports.

*Minimum Qualifications*

Training and Experience: Graduation from high school or GED equivalent, including or supplemented by additional course work in general business, accounting, or data processing and computer operations, plus four (4) years of increasingly responsible automated bookkeeping and related clerical work experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of: principles and methods of bookkeeping. Some knowledge of: laws, ordinances, and regulations governing City financial matters; modern office procedures and basic practices of electronic processing and recording of financial data.

Ability to: proof, record, break down, organize and summarize standard accounting and statistical details in an automated environment; process a high volume of numerical detail work accurately to meet strict deadlines while confronted by interruptions; apply algebra and statistics concepts to practical situations including calculation of fractions, percentages, ratios, proportions, discounts and interest; read and interpret documents such as procedure manuals, and understand and follow instructions in written, oral, diagram or schedule form; solve common practical accounting problems by considering a variety of concrete variables; communicate effectively orally and in writing to prepare routine reports and correspondence or to discuss fiscal activities; establish and maintain effective working relationships with customers, vendors, city management and fellow employees in order to coordinate activities and render service..

Skill in safe operation and care of: personal computer or network workstation, and generic business productivity and specialized financial, accounting, budget, purchasing or inventory software; common office machines

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Director of Personnel

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Department Head